

Please print this entire page, complete ALL BLANKS and QUESTIONS, sign, date, and return with the correct renewal fee to the address above. Please see the instructions below for the correct fee for your renewal.

Checks should be made payable to: "Indiana Professional Licensing Agency."

Registration Type (Check One): Architect Landscape Architect

Architect or Landscape Architect Renewal Application	<u>EXPIRATION DATE</u>	<u>RENEWAL FEE</u>	<p>Please Circle your answer to ALL of the following questions: SINCE YOU LAST RENEWED YOUR REGISTRATION: (if yes to questions 1-3, please attach details of action taken)</p> <p>1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined <i>or</i> are formal charges pending? YES NO</p> <p>2. Have you been denied a license, certificate, registration, or permit in any state? YES NO</p> <p>3. Have you been convicted of or pled guilty to a violation of a federal or state law <i>or</i> are criminal charges pending? YES NO</p> <hr/> <p>CONTINUING EDUCATION VERIFICATION:</p> <p>FYI: CE is not required if your initial registration issue date is after 10/1/2009.</p> <p>4. Have you completed the required Continuing Education (CE)? YES NO</p> <p>5. Do you wish to renew as active or inactive status (check one)? ____ Active ____ Inactive</p> <hr/> <p>You must sign and date below. By signing this form, you are attesting that the information on this renewal is true and correct and that you have met all required continuing education hours, if applicable. This form will be returned if it is not correctly completed, which will delay the renewal of your registration.</p>
	<u>REGISTRATION NUMBER</u>	<u>CURRENT STATUS</u>	
	Please PRINT your name and address below (PLEASE PRINT LEGIBLY):		
<p>Signature _____ Date _____ Email Address _____</p>			

- **Online Renewal is now available:** Renewing **current** registrations online is fast and easy at <https://mylicense.in.gov/egov/> !
 - Your **LOGIN ID** is your **REGISTRATION NUMBER**.
 - Your **PASSWORD** is the **LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER**.
 - You may also update your address and other demographic information during the renewal or any other time by logging in to your registration record online.
- **Renewal Fees:**
 - If your registration is **active** and your renewal application is postmarked on or before December 1, 2011, your renewal fee is **\$100.00**.
 - If your registration is **expired** and/or your renewal application is postmarked after December 1, 2011, your renewal fee is **\$150.00** (includes the renewal fee plus the \$50.00 late fee). **IF YOUR REGISTRATION IS RENEWED LATE FOR ANY REASON, A \$50.00 LATE FEE IS ASSESSED. THERE ARE NO EXCEPTIONS.**
 - **If your registration has been expired for five (5) years or more, you will need to reinstate your registration.** The fee for reinstatement is \$200.00. If you are reinstating your registration, please submit additional documentation giving the following information:
 - A **complete list of places of employment and projects** since the expiration of your registration, including city and state.
 - A statement indicating whether you have placed your stamp/seal on any documents within the State of Indiana during the time that your registration was expired.
 - If applicable, a complete list of other states in which you have a current architect or landscape architect license or registration. Please attach a copy of the license(s) or registration(s).
 - Proof of architect or landscape architect continuing education for the past two years from the date of this letter.
 - Any other information that will demonstrate your ability to practice architecture or landscape architecture safely.
- **New Registrants:** New registrants whose registrations were issued since October 1, 2009 are NOT required to comply with the continuing education requirements for this first renewal of your registration.
- **Inactive Status:** Once in "INACTIVE" status, you are not required to complete the continuing education requirements. In the future, if you wish to change the status from "INACTIVE" to "ACTIVE," you will need to contact the board and you must comply with 804 IAC 1.1-8-11 and 804 IAC 1.1-8-12. You may view the Board of Registration for Architects & Landscape Architects statutes and rules at http://www.in.gov/pla/files/BRALA_2010_Compilation.pdf.
- **Name Change:** Please attach appropriate documentation, which includes a copy of your marriage certificate, divorce decree, or legal name change document. Please provide copies, as they will not be returned to you.
- **Questions:** If you have questions, please contact us via email at pla10@pla.in.gov.